**Eastern Precinct Student Centre**

**Bachelor of Science Commencing Student Enrolment Guide 2010**

*Please read all five parts below for successful enrolment in the Bachelor of Science (BSc):*

**Part 1**
complete your administrative enrolment online (note that Australian students must accept their offer before completing the online enrolment).

Steps 1-5 of the enrolment instructions provided with your offer letter.

*It is important that you complete online administrative enrolment before attending Academic Advice Day (local students) or an appointment with a student adviser (international students). You will receive a receipt number for each step you complete successfully – ensure that you write down the receipt number for each step of your enrolment.*

**Part 2**
Plan for and attend Academic Advice Day (AAD).

To plan your AAD, read the Academic Advice Day 2 Guide ([http://www.services.unimelb.edu.au/transition/downloads/AADWeekO/AAD2_Guide2010.pdf](http://www.services.unimelb.edu.au/transition/downloads/AADWeekO/AAD2_Guide2010.pdf)) for the complete list of sessions. You will need to attend your Bachelor of Science Course Information session and you can also attend relevant Subject/Discipline sessions. You can go to [http://www.services.unimelb.edu.au/transition/event_itinerary2010.html](http://www.services.unimelb.edu.au/transition/event_itinerary2010.html) to select the sessions you need to attend on AAD and print your personalised itinerary for the day.

If you are arriving in Melbourne after the 18 February you:

**Local Students:** must accept your offer and enroll online by the enrolment expire date.

**International Students:** must seek approval to arrive late by contacting the Eastern Precinct Student. For details view: [http://www.studentcentre.unimelb.edu.au/eastern/commencing_students/late_arrival](http://www.studentcentre.unimelb.edu.au/eastern/commencing_students/late_arrival)

**Part 3**
Select your subjects and enrol online (academic enrolment).

This is Step 6 of the enrolment instruction sheet.

**International students** must attend an appointment with a student adviser to select their subjects. **Local students** will be able to add their subjects online and organise an appointment with a student adviser if needed. You will receive a receipt number when you successfully submit your subject selection. If you have not received a receipt number, make sure you select the submit button. You must have a confirmed enrolment by 26 February.

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It is your responsibility to ensure your subject plan complies with the BSc course requirements. You can search for all subjects, including breadth, via the 2010 handbook. If you would like to discuss your subject selection with a student adviser, you can collect an appointment time when you attend Academic Advice Day.
Entry into many subjects requires the prior completion of prerequisite subjects. Students must not enrol in subjects for which they lack the prerequisites without a written waiver of the prerequisites signed by the subject coordinator or the Head of Department. You must ensure you have completed the necessary prerequisites before enrolling in subjects. Enrolment in subjects for which you lack the prerequisites, or waivers, may be cancelled. If you remain in a subject for which you lack the appropriate prerequisites, even with a waiver, the lack of the prerequisite is not deemed grounds for special consideration or other concessions should you fail to successfully complete the subject.

You should select Level 1 subjects for semester 1 and semester 2, 2010. It is recommended that full-time students choose three science subjects and one breadth subject each semester (international students must be enrolled in a full-time load). To avoid a pending course plan, we recommend you to select Level 1 science subjects now and breadth subjects at a later stage (once your enrolment is confirmed).

A list of all first year level science subjects available in 2010 is on page 28 of the Science Academic Advice Guide. Details about all subjects available in 2010, including breadth are available via the 2010 handbook.

Create your course plan using a “Course Plan Template” below:-

![Course Plan Template]

Part 5
Complete your final steps
Step 7 of the enrolment instruction sheet. The day after submitting a subject selection:
- Log in to the Student Portal portal.unimelb.edu.au
- Check your enrolment status is “confirmed”
  https://sis.unimelb.edu.au/cgi-bin/enrol.pl
  **You must have a confirmed enrolment by 26 February 2010.**
- Bring a valid photo ID (passport, keypass card or Australian drivers license) and collect your student ID card and VPT form (if applicable).
FAQs about choosing subjects

Do I need an appointment with a student adviser?
International students must attend their appointment with a student adviser in order to select subjects. For local students, we would expect that most new enrolling students should be able to complete all aspects of the enrolment without requiring an appointment with a student adviser. However appointments with a student adviser can be arranged – appointment cards will be available at the Science Subjects Expo at Academic Advice Day and appointments can also be arranged by contacting the Student Centre. Student advisers are available to provide advice on a range of study-related issues and may refer students to appropriate support services across the University. Advice includes course planning and University services available to students. You should consider an appointment with a Student Adviser if you:
- believe you are eligible to receive course credit
- completed enhancement studies and would like to apply for credit
- would like to enroll in a concurrent diploma
- intend to study part time

My First Year Package only recommends four first year subjects, how do I choose the additional two science subjects?
Most first year subjects in the Bachelor of Science are designed to introduce students to the range of disciplines available and expose them to the fundamental theories upon which the discipline is based. Most students use their first year as an opportunity to explore the various science disciplines and decide upon their major. You can select any science subject to complement your course, but note that you must complete at least 50 science points at Level 1 before progressing to Level 2 science subjects.

I have submitted my subjects, but one of my subjects is pending. What should I do?
Most Level 1 science subjects will be approved automatically, however some breadth subjects (in particular languages) may need to be manually approved. We recommend that you select only Level 1 science subjects at first instance and add breadth subjects after your enrolment status is confirmed. Selecting only science subjects will ensure that your enrolment status can be confirmed in 24 hours and you can collect your student card as soon as possible. There is not need to contact the Student Centre if your course plan is pending – when a course plan is pending a Student Adviser will check your subject selection and approved subjects if appropriate (which can take few days). You will receive an email once your subjects have been approved or rejected. Note that all students must meet all pre-requisites for subjects in which they wish to enroll. If you are unsure of whether there are any pre-requisites for your chosen subjects, you can check subject entries in the 2010 handbook https://handbook.unimelb.edu.au/faces/htdocs/user/search/SimpleSearch.jsp
If you enroll in a subject in which you have not satisfied a pre-requisite or have appropriate waiver, your enrolment in the subject may be canceled by the university, without further notice.

If I change my mind, how can I change my subjects?
Subjects can be changed online using the Student Portal (portal.unimelb.edu.au) up until the Wednesday of the second week of the Semester 1, 2010. After this time, students may amend their semester 1, 2010 enrolment by submitting a request to change subjects to the Student Centre, (provided this is done within the subject change deadlines – refer to http://www.studentcentre.unimelb.edu.au/eastern/subject_information/changing_subjects.)

You can change your subject selection as many times as you wish, however subjects that are not automatically approved will need to be manually approved each time you submit a new plan, which can take up few days.
I’m thinking of doing graduate study after completion of my Bachelor of Science (BSc), how do I choose the right subjects?

Pages 30 and 31 of the Science Academic Advice Guide provide information on graduate courses and pathways for students in the BSc. You can also use the Bachelor of Science course planner available at: http://www.bsc.unimelb.edu.au/bachelor/planner

Breadth

Breadth subjects provide you the chance to develop different skills, expand your knowledge, learn complementary ways of thinking about issues and problems, and challenge your perceptions.

Breadth Rules

You must complete 75 points (6 subjects) of breadth across the duration of the BSc;

You must complete at least one and no more than three breadth subjects at Level 1;

You must complete at least one breadth subject at Level 3

Most, but not all, Level 3 subjects contain more advanced material and, will therefore have prerequisites that must be completed at Level 1 or 2.

What subjects can I do as breadth?

As a BSc student there are a wide range of subject options available to you which can be taken as breadth. Approved breadth subjects for the BSc are outside the areas of science and technology. Use the breadth search database to help identify the subjects available to you.

Can’t you just tell me what to do?

No. One of the most important things you will learn at the University is how to think and act independently. The information on this page is intended to help you make decisions about your subject choices, but it won’t instruct you what to do.

More information - how to choose your breadth subjects, click here: